

Felix P. Camacho
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration
Government of Guam

148 Route 1 Marine Drive, Piti, Guam 96915

Tel: (671) 475-1707 thru 1729 • Fax Nos: (671) 472-4217/475-1727/475-1716

Michael W. Cruz, M.D.
Lt. Governor

Lourdes M. Perez
Director
Department of Administration

Joseph C. Manibusan
Deputy Director
Department of Administration

June 4, 2010

GENERAL SERVICES AGENCY CIRCULAR NO.: 2010- 004

TO: All Line Department/Agency Heads
FROM: Chief Procurement Officer
SUBJECT: Fiscal Year 2010 Requisition Close Out

Hafa Adai! Fiscal year end 2010 is fast approaching and the requisition deadlines are as follows:

1. Requisitions for continuing contracts such as copier equipment lease, Pitney Bowes postage meter rental, lease of office space, and etc., for FY 2010 is Friday, August 6, 2010;
2. Requisitions for outside procurement requiring bids, \$15,000 and above, is Friday, July 9, 2010;
3. Requisitions for outside procurement below \$15,000 is Friday, September 17, 2010; and
4. Requisitions for stock issue (Tendan Gubetnu) is Wednesday, September 22, 2010. Furthermore, the final day for the pick up of stock items from the Tendan Gubetnu will be **NO LATER THAN** close of business on Thursday, September 23, 2010. Regarding all stock items not picked up from the Tendan Gubetnu on Thursday, September 23, 2010; all Central Stock Requests (CSRs) will be cancelled and supplies will be returned to the shelves for preparation for the End of Year Inventory.

All department and agency heads are hereby requested to properly assess their needs for submission to General Services Agency on or before the above deadlines. Any requisitions not meeting the required deadline will not be entertained unless it is of dire emergency.

Should you have any questions, please let us know.

Dangkolo na Si Yu'os Ma'ase' for your attention and full cooperation.

ACKNOWLEDGEMENT COPY

RECEIVED BY _____

CLAUDIA S. ACFALLE

DATE _____

*Note: Please print name, sign and date this Acknowledgement of Receipt and fax back to GSA via 472-4217.

COMMITTED TO EXCELLENCE

DOA
477-6788